
Senior Meeting Coordinator Job Ad:

Essential Duties:

The Senior Meeting Coordinator will manage the planning and implementation of all meetings specifications including the annual meeting, international conference, autism conference, education conference and any other conferences as directed.

Manages the planning and implementation of all meetings specifications. Responsibilities include planning, implementation, and success of events. Writes and maintains detailed meeting specifications including room setups, space assignments, layouts/drawings, catering requirements and audiovisual requirements. Also liaisons with decorator and in consultation with Conference Director, specifies equipment needs for Registration, Exhibit Hall, Poster Sessions, Cyber Cafe and Bookstore. Creates meeting space grids and facilitates reporting.

Coordinates room setups and audiovisual needs for all meetings including preparation of detailed grids.

Develops RFP's for audio visual, decorator, electrical and technical requirements.

Assists with expense monitoring.

Creates detailed meeting space grids.

Performs on-site meeting room checks to ensure accurate room setups, audio visual requirements and catering requirements as well as interfacing with decorator relative to logistics.

Creates detailed site visit schedules related to meeting with facilities.

Coordinates staff travel to conferences.

Assists with invoice reconciliation post-conference as directed.

Generates appropriate reports and maintains history.

Job Qualifications:

Bachelors degree or relevant experience. Prefer CMP and three years similar experience. Ability to multi-task. Computer skills required. Strong oral and written communications skills. Ability to work evening and weekend hours as work projects and/or travel requires.

Excellent organizational and time management skills required.

Provides strategic support to Director.
